

Partnership Onboarding Checklist

Dear [Partner's Name],

Welcome to [Company Name]! We are excited to have you on board as our new partner. To ensure a smooth onboarding process, please review the checklist below:

Onboarding Checklist:

- Complete the Partnership Agreement
- Submit all required documentation
- Schedule an introductory meeting
- Access to our partner portal
- Product training session scheduled
- Marketing collateral provided
- Define communication channels
- Set performance goals and KPIs

We look forward to a successful partnership! Please feel free to reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]